



Supply

MATERIEL MANAGEMENT VOLUME IV AIA EQUIPMENT MANAGEMENT

This instruction applies to the HQ Air Intelligence Agency (AIA) and all AIA subordinate units involved in managing controlled mission equipment (CME). It also applies to the 76 Logistics Group Chief of Supply (76/LGSC), AIA-gained Air National Guard, and Air Force Reserve units. The Joint Command and Control Warfare Center (JC2WC) may use this instruction as required. It establishes and defines responsibilities of the AIA Command Equipment Management Office (CEMO), organizational commanders, chiefs of logistics, communications officers, and property custodians for the organizations named above.

This revision completely updates equipment management guidance and incorporates requirements, information, and procedures. This instruction updates organization/office symbols and publication references. It completely updates equipment management guidance for HQ AIA, AIA subordinate units, and AIA-gained Air National Guard and Air Force Reserve units.

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Chapter 1

THE EQUIPMENT MANAGEMENT SYSTEM

1.1. **General Information.** The AIA CEMO provides staff supervision, operational control, and equipment management control over AIA EAID equipment accounts. AIA units will comply with the command directives and instructions of the host theater except when AIA directives and instructions apply.

1.1.1. Direct communication between the host chiefs of supply, equipment custodians, wing, centers, groups, and CEMO is authorized and encouraged when managing AIA equipment.

1.1.2. Everyone involved with equipment management responsibilities should be familiar with:

1.1.2.1.. AFI 23-111, Management of Government Property in Possession of the Air Force, which states Air Force policies and responsibilities for managing, caring for, safeguarding, and accounting for public property at all levels of command down through functional supervisors, custodians, and individuals.

1.1.2.2. AFMAN 23-110, volume 2, part 2, USAF Standard Base Supply System, AFMAN 23-110, Volume 2, Part 13, Standard Base Supply Customer's Procedures, and AFMAN 23-110, Volume 4, Part 1, Air Force Equipment System Policy and Procedures, which contain procedures and guidance for managing organizational equipment including developing, validating, and using equipment allowances and authorizations; keeping records; reporting; and keeping management related records.

1.1.2.3. Allowance Standard Retrieval Systems (ASRS, CD-ROM). It prescribes the specific conditions and units to which the allowance documents apply.

1.1.2.4. AFMAN 23-220, Reports of Survey for Air Force Property

1.1.2.5. AIAP 23-204, M3S/PET Management Guide

1.1.3. Additionally, to ascertain mission requirements and applications, each unit must have the following references readily available:

1.1.3.1. M3S/PET Master List

1.1.3.2. Unit Mission Equipment Master Authorization List (PCN L0137CU)

1.1.3.3. Allowance Standard (AS) 709

1.2. General Responsibilities.

1.2.1. The Weapons System Support Branch (HQ AIA/LGSW) will:

1.2.1.1. Provide functional management, surveillance, and administration of the Air Force Equipment Management System (AFEMS) and other functions as described in AFMAN 23-110, Volume 4, Part 1.

1.2.1.2. Compute requirements and establish authorizations for designated CME.

1.2.1.3. Receive, coordinate, and resolve supply difficulties or requests for assistance from AIA units concerning equipment.

1.2.1.4. Monitor changes to Position Equipment Indicator (POEI) Standards, M3S/PET transactions, and AS 709 change requests.

1.2.1.5. Administer support equipment actions for other than AS 709 equipment actions.

1.2.2. The C4I Operations (HQ AIA/DOOI) will administer the Information Processing Management System (IPMS).

1.2.3. HQ AIA/DOOI will provide program oversight for C4I systems equipment. The 668th Logistics Squadron and 690 Information Operations Group (IOG) will perform program management functions for C4I systems and equipment.

1.2.4. The unit commander will:

1.2.4.1. Appoint qualified property custodians and alternates according to AFMAN 23-110, Volume 2, Part 13.

1.2.4.2. Ensure that supply personnel in the Air Force Specialty Code (AFSC) 2S0XX are not assigned as mission equipment account custodians.

1.2.4.3. Ensure that unit property custodians comply with AFMAN 23-110, Volume 2, Part 13.

NOTE: AF Forms 601, Equipment Action Requests, requiring higher headquarters approval must contain complete justification. Use the criterion outlined in AFMAN 23-110, Volume 2, Part 13. Use unclassified information if possible. When it is necessary to include classified information, limit the classification to Secret or Confidential. A classification requiring special handling cannot be forwarded through normal supply channels. For more information, review AFMAN 23-110, Volume 2, Part 2, Chapter 22, and AFMAN 23-110, Volume 2, Part 13.

1.2.5. The CME property custodian will:

1.2.5.1. Review all position requirements upon receiving the M3S/PET listings.

1.2.5.2. Ensure that expendable and mission equipment requirements are requested through the supporting base supply.

1.2.5.3. Coordinate with host base supply to verify the CME's status.

1.2.5.4. Review AS 709, Parts A, C, F, G, and H and submit AF Forms 601 to the Equipment Management Element (EME) for direct support requirements.

1.2.5.5. Upon receipt of the PCN L0137CU listings from HQ AIA/LGSW, compare it against the previous PCN L0137CU and current mission Custodian Authorization and Custody Receipt List (CA/CRL). If equipment items are not authorized in AS 709, submit an AF Form 601 citing ASC 000A to EME for temporary authorization until AS 709/L0137 is updated. Forward the CEMO prepared AF Form 601 and one copy of PCN L0137CU to EME, and ensure the Equipment Authorization Inventory Data (EAID) records are updated. If the current or projected authorization quantity is incorrect, address the problem by submitting the appropriate change request.

1.2.5.6. Ensure all CME (AS 709, Part B, D, and E) is accounted for on a dedicated mission CA/CRL.

1.2.5.7. Do not include administrative, chemical warfare, or nonmission test equipment (AS 651) on CME and C4I systems accounts.

Chapter 2

MISSION EQUIPMENT MANAGEMENT

2.1. Guidelines and Procedures.

2.1.1. This chapter establishes guidelines and procedures for accounting for all mission equipment. It covers authorizations for mission and standby equipment, deployments, and loan procedures.

2.1.2. Authorizations are identified as command-directed and Special Lists of Equipment (SLOE) provided by Detachments 2 and 4, 645th Materiel Squadron (645 MATS) and Warner Robins Air Logistics Center, U2 Specialized Management Directorate (WR-ALC/LR).

2.2. Agency-Directed Authorizations.

2.2.1. AIA controls authorizations for mission equipment through the M3S/PET. This provides the capability for adapting authorizations to new mission taskings and identifying command equipment shortages and overages.

2.2.2. The CEMO provides authorizations to each unit through PCN L0137CU. The CEMO provides a copy of this list to the unit Chief of Logistics (LG) along with a CEMO-prepared AF Form 601. The mission account equipment custodian forwards a copy of the list and the CEMO prepared AF Form 601 to the host EME and coordinate with EME to ensure applicable changes are made. The host EME changes all equipment records to show the authorizations on the PCN L0137CU.

2.3. **Code Action Authorizations.** The following codes appear in the left margin of the PCN L0137CU indicating which changes are required:

2.3.1. (D) Deleted and (-) Decreased Authorizations. These codes identify authorizations that have decreased or have been deleted since the previous report. The following actions apply:

2.3.1.1. If the authorizations which decreased are valid and were deleted or reduced due to unit closures or drawdowns, or as a result of a mission change, then the unit must request dispositions according to paragraph 2.8.

2.3.1.2. If the authorizations decreased erroneously, the M3S/PET monitor must immediately submit a RCP to HQ AIA/LGMY to correct the error. The mission account custodian submits an AF Form 601 to EME with the following statement: "Action has been taken to correct the authorization of this item with the submission of a RCP to our headquarters. Therefore, request this item be placed in ASC 000A until the authorization is corrected, updated, and reflected on the next PCN L0137CU."

2.3.2. (+) Increased and (N) New Authorizations:

2.3.2.1. If assets are available, apply them against new or increased authorizations. If the assets are available but not on the CA/CRL, the unit will provide base supply supporting documentation (proof of receipt) to process these assets onto the equipment account. If documentation is not available, pick up assets as found on base (FOB). All efforts must be expended to provide proof of receipt. For those items that should be accounted for on Special Purpose Recoverable Authorized Maintenance (SPRAM) or SLOE accounts, notify HQ AIA/LGSW by message indicating the POEI, if applicable, Part Number (PN), National Stock Number (NSN), and SPRAM or SLOE account number.

2.3.2.2. If assets are not available, base supply will requisition the assets, using Urgency Justification Code (UJC) AV (initial replacement of controlled mission equipment including SPRAM requirements, station set, and housekeeping set items.)

2.3.3. Blank--No changes required. Verify in-use quantity against allowance on PCN L0137CU.

2.4. **Establishing Authorizations for Standby Equipment.** The unit initiates a request for standby authorizations by submitting a RCP as outlined in AIAP 23-204. These authorizations will appear on the PCN L0137CU as "709BOOC, DOOI, or EOOC."

2.5. **Accounting for Equipment Items (ERRCD NF/ND) Within a System.** The unit will account for systems as follows:

2.5.1. All systems will be accounted for by line item, not by the entire system.

2.5.2. If the system is provided by Detachments 2 and 4, 645 MATS, and WR-ALC/LR.

2.5.2.1. Use the SLOE as the authorization document. (For manual accounts, the SLOE may be used as a CA/CRL).

2.5.2.2. Assign the pseudo stock number of the system as the prime stock number.

2.5.2.3. Equipment items, Expendability, Recoverability, Repairability, and Cost Designator (ERRCD) NF/ND making up the system will be listed as multiple components (item code M) under the prime stock number.

2.5.3. If the system is provided by sources other than 645 MATS detachments or WR-ALC/LR:

2.5.3.1. AS 709 and the M3S/PET will be the authorization document.

2.5.3.2. The system NSN is the prime NSN on the CA/CRL.

2.5.3.3. Equipment items ERRCD ND/NF that make up the system will be listed individually (item code M) under the prime number. Due-in from maintenance (DIFM) items are not to be accounted for on the CA/CRL.

NOTE: If systems and components do not have NSNs assigned, submit DD Form 1348-6, DoD Single Line Item Requisition System Document, and technical data with AF Form 601 when establishing accountability.

2.5.3.4. All equipment items (ERRCD/NF/ND) on the M3S/PET and the SLOE will be accounted for on the CA/CRL.

2.5.4. Only DIFM items (ERRCD XD-) which meet the criterion of SPRAM assets as defined in either AFMAN 23-110, Volume 2, Part 13, or AFMAN 23-110, Volume 2, Part 2, Chapter 22, Section L, may be on SPRAM accounts.

2.6. **Loan Procedures.** Loan procedures are outlined in AFMAN 23-110, Volume 2, Part 2, Chapter 22.

2.6.1. To ensure equipment accountability is maintained, the length of an equipment loan will not exceed 180 days. Information will be forwarded to HQ AIA/LGSW before the loan takes effect, if possible. If advance notification is not possible due to emergency mission or contingency requirements, notify HQ AIA/LGSW within 24 hours.

2.6.1.1. National Stock Number.

2.6.1.2. Part Number.

2.6.1.3. Serial Number.

2.6.1.4. Item Name.

2.6.1.5. Loaning Organization and Shop Code.

2.6.1.6. Loaning Stock Record Account Number (SRAN).

2.6.1.7. Gaining Organization and Shop Code.

2.6.1.8. Gaining SRAN.

2.6.1.9. Time Period of Loan (start to finish).

2.6.2. On-base loans will only be processed for 60 days. At the end of the 60 days, the loaning custodian will be required to validate any extensions to the original loan.

2.6.3. The above procedures do not apply to loans within the same unit workcenters.

2.7. Deployment Procedures.

2.7.1. Deployment procedures are outlined in AFMAN 23-110, volume 2, part 2, chapter 22.

2.8. Excess Equipment.

2.8.1. Use procedures outlined in AFMAN 23-110, volume 2, part 13, to turn in excess nonmission equipment.

2.8.2. Request disposition instructions for excess mission equipment from HQ AIA/LGSW. Requests for disposition may be included in a RCP. The unit must provide the following information:

2.8.2.1. National stock number.

2.8.2.2. Nomenclature.

2.8.2.3. Description.

2.8.2.4. Part number.

2.8.2.5. Model.

2.8.2.6. Serial number.

2.8.2.7. Manufacturer.

2.8.2.8. Any identification number.

2.8.2.9. Cost.

2.8.2.10. Year acquired.

2.8.2.11. POEI.

2.8.3. HQ AIA/LGSW staffs disposition actions on unit requests for disposition. Contacts with agencies outside AIA may delay the disposition process. HQ AIA/LGSW will provide information copies of correspondence with outside agencies to the originating unit. If the originating unit sees no activity on their request for disposition (that is, info messages) within 30 days, they will follow-up with HQ AIA/LGSW, who will provide current status on their disposition request.

2.8.4. Disposition for Detachments 2 and 4, 645 MATS, and WR-ALC/LR managed items are processed according to their respective Integrated Logistics Support Plan (ILSP).

Chapter 3

AIA COMMAND, CONTROL, COMMUNICATIONS, COMPUTER, AND INTELLIGENCE (C4I) SYSTEMS

3.1. Introduction. This chapter prescribes responsibilities and establishes accounting, reporting, and distribution procedures for the management of Command, Control, Communications, Computer, and Intelligence (C4I) Systems/Equipment.

3.2. Equipment Management. HQ AIA/DOOI is the agency management authority for the installation, relocation, removal, or modification of AIA C4I telecommunications systems equipment and facilities documented in AS 709, Part E, C4I system requirements. The AIA unit C4I systems planning and implementation management specialist (3C3X1) will assist requesters in preparing and processing these documents.

3.3. Accounting and Reporting Procedures. AIA units will document their nonexpendable C4I systems equipment, listed in AS 709, Part E, on EAID records.

3.3.1. The AIA C4I systems planning and implementation management technician will assist equipment custodians in preparing and processing an AF Form 601 which is necessary to load in-use detail records.

3.3.2. Submit a DD Form 1348-6, with an AF Form 601, when C4I systems equipment does not have an NSN assigned.

3.4. Responsibilities for Distribution and Redistribution of Equipment.

3.4.1. HQ AIA/DOOI will process requests for C4I systems equipment authorized by AS 709, Part E, through HQ AIA/LGSW to direct the transfer and or shipment of this accountable equipment.

3.4.2. AIA subordinate organizations:

3.4.2.1. Unit SC's will request disposition instructions through their LG for excess C4I systems equipment from HQ AIA/LGSW and HQ AIA/DOOI. Identify this equipment according to paragraph 2.8.2. Indicate the program that made the equipment excess and other related data. Submit requests for disposition instructions at least 30 days before removing equipment. Ensure appropriate programming action is taken. Allow 90 to 180 days for receipt of final disposition for materiel in Federal Stock Class (FSC) 5811 or other FSCs with materiel management Code CA, CS, or other CI which require screening within the cryptologic community.

3.4.2.2. Upon receipt of disposition instructions, process C4I systems equipment as directed. Normally, this equipment is turned in to the host base supply for disposition according to AFMAN 23-110, Volume 2, Part 2, Chapter 22.

3.4.2.3. Upon instruction from HQ AIA/LGSW to ship C4I systems equipment, the unit will:

3.4.2.3.1. Ensure a post-removal inspection is made to determine equipment serviceability and completeness. If the inspection reveals damaged or missing components, advise HQ AIA/DOOI and HQ AIA/LGSW on the condition of the equipment, by message, and provide an information copy to the receiving organization. Include the recommended maintenance level required to make the equipment serviceable.

NOTE: Do not ship unserviceable equipment unless specifically directed by HQ AIA/LGSW and HQ AIA/DOOI. HQ AIA/DOOI will provide final disposition instructions upon receipt and evaluation of this post-removal report.

3.4.2.4. Include all available shipping information when reporting the shipment of C4I systems equipment so tracer action can be initiated, if required

3.4.3. The AIA C4I systems planning and implementation management technician (3C3X1) will:

Advise the shipping organization, by message (info HQ AIA/DOOI and HQ AIA/LGSW, if applicable), upon receipt of C4I systems project equipment or materiel within 5 workdays.

3.4.3.2. Coordinate storage and issue of received project equipment with Base Supply and unit's logistics support personnel, as applicable.

NOTE: If the equipment is not received on or before the required delivery date and enough time has elapsed for receipt, notify HQ AIA/DOOI and the shipping activity.

3.4.3.3. All shipping and receiving activities will follow-up and coordinate with base functions to ensure that incoming or outgoing shipments of C4I systems equipment are given the priority handling and processing required.

3.4.3.4. HQ AIA units that receive command-provided C4I systems equipment in an unserviceable or incomplete condition will report discrepancies to HQ AIA/DOOI and HQAIA/LGSW. Submit discrepancy reports as outlined in AFMAN 23-110, Volume 1, Part 1, Chapter 5, Section D, Basic Air Force Supply Procedures, to the shipping activity. Do not dispose of unserviceable C4I systems equipment without specific instructions from HQ AIA/DOOI and HQ AIA/LGSW.

Chapter 4

DEVELOPING AND MAINTAINING THE M3S/PET

4.1. How to Develop and Maintain the M3S/PET.

4.1.1. The M3S/PET provides a classified database for all AIA and National Security Agency (NSA) configured systems. It identifies equipment and non-equipment items needed to perform required AIA missions. The M3S/PET database products are distributed via secure electronic mail, M3S/PET server, hard copy, or by floppy diskettes to all field units.

4.2. M3S/PET Provisions.

4.2.1. CME allowances for all AIA subordinate units (excluding AS 709, Parts A, C, F, G, and H).

4.2.2. Equipment listings to determine direct maintenance manpower requirements.

4.2.3. Statistical data for upgrade and replacement programs.

4.2.4. A source document for generating position installation details (PID).

4.2.5. Future equipment and manpower requirements.

4.3. General Responsibilities:

4.3.1. HQ AIA/LGSW will:

4.3.1.1.. Manage mission equipment authorizations in the M3S/PET program.

4.3.1.2.. Coordinate all M3S/PET supply actions with appropriate AIA staff offices.

4.3.1.3. Update, review, and distribute the M3S/PET data products and related documents as required.

4.3.1.4. Provide RCP's for M3S/PET actions originating in HQ AIA/LGS.

4.3.2. Maintenance Division (HQ AIA/LGMY) will:

4.3.2.1. Manage and maintain the M3S/PET program.

4.3.2.2. Manage all NSA assigned POEIs.

4.3.2.3. Manage and assign AIA-unique POEIs (Y-series) for non-NSA systems.

4.3.2.4. Evaluate all RCPs and verify the need for ancillary equipment (racks, consoles, blowers, switch groups, etcetera).

4.3.2.5. Check M3S/PET listings to verify position equipment configuration and initiate PID changes as required.

4.3.2.6. Ensure maintenance man-hours, Air Force Specialty Codes (AFSC), and special experience identifiers (SEI) are accurately reflected in the M3S/PET.

4.3.2.7. Provide RCPs for M3S/PET actions originating within HQ AIA/LGM.

4.3.2.8. Evaluate RCPs and update the agency and NSA POEI standards, if applicable.

4.3.3. The Current Operations Information Branch (HQ AIA/DOOI) will:

4.3.3.1. Validate RCPs for tactical and direct support of system's tactical communications equipment and command, control, and communications equipment.

4.3.3.2. Assist in the classification of all POEIs, if necessary.

4.3.3.3. Provide RCPs for M3S/PET actions originating with HQ AIA/DO.

4.3.3.4. Validate RCPs for C4I systems requirements.

4.3.3.5. Ensure all DO-fielded C4I systems are accurately documented in the M3S/PET.

4.3.3.6. Ensure RCPs are processed for M3S/PET actions originating within HQ AIA/DO.

4.3.4. The unit LG is the office of primary responsibility (OPR) for all M3S/PET matters and will:

4.3.4.1. Appoint a primary and alternate unit M3S/PET monitor as point of contact (POC) for all M3S/PET actions.

4.3.4.2. Submit a letter or message to HQ AIA/LGMY providing the name, rank, office symbol, defense switched network (DSN), and secure telephone number of the M3S/PET monitors no later than 31 January each year and when the POC changes.

4.3.4.3. Submit RCPs and file M3S/PET products according to this chapter.

4.3.4.4. Ensure that all stock numbers, part numbers, allowance source codes, POEIs, and quantities in the unit M3S/PET are correct.

4.3.4.5. Coordinate all M3S/PET actions with the appropriate offices in the unit, if applicable.

4.3.4.6. Info LG's in the upward chain of command (unit, group, wing) on all M3S/PET correspondence.

4.3.4.7. Ensure annual M3S/PET equipment inventories are completed and any necessary RCPs submitted to HQ AIA/LGMY NLT 1 December each year.

4.4. Unit M3S/PET Products. The following products are distributed to AIA field units and may be locally reproduced, if required.

4.4.1. L0108HP--M3S/PET Master List. Highest classification is Secret (Special Intelligence). Each POEI is classified according to its content. This is the main database for the M3S/PET. Each unit is sent the part of the M3S/PET that pertains to that unit.

NOTE: Always use the latest L0108HP as reference when submitting a RCP.

4.4.2. L0137CU--Unit Mission Equipment Master Authorization Report. This listing is unclassified. It reflects the highest allowed quantity over the current quarter and next 3 fiscal quarters. The change codes in the left column of the L0137CU indicate whether or not an authorization change has occurred. This report will list AS 709, Parts B, D, and E only.

4.5. Filing and Classification.

4.5.1. M3S/PET products (received in hard copy) should be filed together; preferably in a three-ring binder with a divider between each product. When a new product is received, compare it with the old product and note any changes. The old copy may then be destroyed. Any errors or changes must be addressed via the appropriate change request.

4.5.2. M3S/PET changes must be marked, as a minimum, UNCLAS E F T O. However, there are instances when information that would otherwise be unclassified may require classification when combined or associated with other unclassified information. If this occurs, mark your RCP according to DODR 5200-1, Information Security Program, and use the classification guide provided in USAF INTEL 201-1, Appendix C, as your source. Do not use the compilation rule when classifying your RCPs. Declassify: Originating Agency's Determination Required (OADR).

4.6. M3S/PET and Position Equipment Indicator Guidelines.

4.6.1. The M3S/PET monitor must ensure all mission systems and associated equipment at an AIA unit are included in the M3S/PET. The unit M3S/PET monitor will ensure that all equipment listed in the M3S/PET is correct and up-to-date.

4.6.2. For listing or building a position for the M3S/PET, the following criterion must be met:

4.6.2.1. AIA-equipped positions.

4.6.2.2. AIA-maintained positions.

4.6.2.3. AIA-operated positions.

4.6.2.4. Airborne integrated systems supporting direct mission tasking, to include training and test systems (that is, multi-terminal test station (MTTS)).

4.6.3. Do not include circuit cards (unless they are repairable DIFM assets and coded as XD2), cable harnesses, stand-alone maintenance test equipment (AS 651), keyboards, mice, or other similar assets in a POEI. The following POEIs will be used if criteria in paragraph 4.6.2. applies to the equipment.

4.6.3.1. YMSXXX. POEI will include assets that are shared with many POEIs and must be given an audit trail. This POEI cannot perform any type of mission on its own and will not list standby equipment or antennas.

4.6.3.2. YMZXXX. POEI will list standby and spare mission equipment, expendable, DIFM, and Detachments 2 and 4, 645 MATS, and WR-ALC/LR managed equipment for maintenance manpower data only.

4.6.3.3. YHP045 G. POEI will list Automated Data Processing Equipment (ADPE).

4.6.3.4. All ADPE acquired through AIA or other Air Force channels should be accounted for under the IPMS umbrella. Accordingly, IPMS computers maintained by AIA military maintenance personnel will be documented in the M3S/PET under POEI YHP045 G. This is necessary for manpower accountability and protection of critical ADPE procurement funds.

4.6.3.5. Computers acquired through AIA and NSA channels for mission systems must be accounted for under the Standard Base Supply System account on the appropriate CA/CRL. Further, these computers will be loaded in the M3S/PET database under Allowance Source Code 709 for authorization.

4.6.3.6. Computers that are embedded in local area networks will retain their accountability based on the aforementioned criteria.

4.7. **Resource Change Proposals.** Submit RCP's according to AIAP 23-204.

JACK D. WARNER, JR., Colonel, USAF
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